

HIRRA Committees' Terms of Reference

In accordance with bylaws and policies of the Hornby Island Residents' and Ratepayers' Association and the terms of the management contracts between the Hornby Island Residents' and Ratepayers' Association and the Comox Valley Regional District, the association's Management committees direct

- the operations of specific services and/or
- the efforts to fulfill specific mandates as determined by the general assembly.

Primary Management Committee Responsibilities:

1. Election of a chairperson.
2. Following the models, procedures and guidelines established by the HIRRA Executive Committee, the committee is responsible for making hiring recommendations to the Executive, assuring that clear directions are given through written job descriptions, conducting personnel performance appraisals, and, where necessary, making recommendation to the Executive for termination of employment and/or contracts.
3. Scheduling regular meetings as follows:
 - a) 10 meetings per year for Recycling, Fire Services and Community Hall committees.
 - b) 6 meetings per year for Recreation ~~committee, Parks and Trails committees.~~
 - c) Minimum of 2 meetings per year for Comfort Stations, Invasive Plant Removal, ~~Emergency Preparedness, Regional Parks and Trails Advisory committees~~
 - d) As needed for Cemetery Stewards, Fall Fair, ~~Emergency Preparedness, Boat Ramp,~~ Housing, and any other non-tax funded committees.

Commented [RL1]: Revised to reflect Regional Parks and Trails committee change from Management to Advisory committee

Commented [RL2]: Revised to reflect Emergency Preparedness committee receiving tax funding.

The general purpose of meetings is ongoing review of operations and progress, including financial performance to budget. Committee meetings are open to the public; presentations will be received at the beginning of any scheduled committee meeting. Meetings shall be conducted in accordance with HIRRA's Guide to the Etiquette of Meetings. Committee meetings need not follow a formal meeting protocol. As per our procedural authority, Call To Order, "... at most committee meetings, the only rules that need be applied are common sense and respect for the chair." (page 26)

4. Reporting to the HIRRA Executive by:
 - a) submitting copies of the draft minutes of committee meetings within ten days of the meeting.
 - b) attendance by chair or designate at scheduled Executive meetings when requested.
5. Reporting to the HIRRA general assembly at least as follows:
 - a) Four times a year (including AGM and Budgets) for Recycling, Fire Services, Community Hall, ~~Parks,~~ and Recreation.
 - b) Twice a year (AGM and Budgets) for Comfort Stations, ~~Emergency Preparedness,~~ and Invasive Weed Control
 - c) Once a year (AGM) for ~~Regional Parks and Trails Advisory,~~ Cemetery Stewards, Fall Fair, ~~Emergency Preparedness,~~ Boat Ramp, Housing, and any other non-tax funded committees
6. Formulation of policies to direct the operation of the service and presentation of new policies to the Executive for information and/or approval by the membership.